

## CF10 ARMS PARK RUGBY TRUST

### MINUTES OF FOURTEENTH MEETING OF THE BOARD OF TRUSTEES HELD

#### AT CARDIFF ATHLETIC CLUB, CARDIFF ARMS PARK ON

#### THURSDAY 17 MAY 2018 COMMENCING AT 7.00PM

PRESENT

Board Trustees: David Allen (Chair); Simon Baker; Sally Carter; Andrew Collins; Fred Davies; Lynn Glaister; Huw Jones (Secretary);

Observers: Andy Baker; Gareth Brown; Neil Harries; Viv Jones

Apologies: Martin Hughes; Dan Pearce; Derek Redwood (Treasurer); Matt Sutton;

ITEM		ACTION
1	Chair's introductory remarks and apologies for absence DA welcomed Andy Baker as a member of the Working Group. The focus of the meeting would be GDPR and its implications for renewal of memberships. There was also need to review progress on the 2017/18 year and start to plan for 2018/19.	
2	Minutes of the Board meeting held on Thursday 12 April 2018 AGREED	
3	Matters Arising and Actions DA said that action related to the 140 Year Anniversary video should not be pursued. A policy was needed for when information would need to be sent to those not on email. AC was asked to consider. The survey of members had indicated very significant support for decisions agreed at the AGM. The two additional points would be added to the Mission Statement and the revised document put on the website. The Sir Gareth Edwards Lounge at CAP had been booked for a <b>Members Meeting on 17 October</b> .	AC  HJ  ALL
4	General Data Protection Regulations (GDPR) – Actions and Draft Privacy Policy Significant advice on GDPR had been sourced from various organisations including Greenway Scott, Gateley PLC, Supporters Direct and Wright Hassall LLP (Sport and Recreation Alliance). In addition, many companies were now sending out revised Privacy Notices and Cookies Policy. These had been used to develop CF10's position. The Working Group had met to review the database and way forward on GDPR. It concluded that a single location for the database was preferable and this would be on the CF10 website. Mail Chimp would be abandoned to avoid having third party use of the database. AB reported that a Cookies Policy had been produced. Anyone accessing the	

	<p>website would be asked to review/agree this policy but they would only see it once.</p> <p>The Privacy Policy was discussed and agreed (with a reference added about the Cookies Policy). This would now be put on the website and members emailed with notification of the new policy.</p> <p>The only remaining action regarding GDPR now was the drafting of a revised Membership Agreement. This would also need to be put on a revised Membership Form.</p>	<p>HJ</p> <p>HJ</p>
5	<p>Membership Renewals and Recruitment</p> <p>CF10 currently has 602 members.</p> <p>It was agreed that the annual £2 would be removed because of the significant work it created every season.</p> <p>The '1000 Members Campaign' would be discussed as a significant item at the next meeting. A paper would be circulated prior to the meeting.</p> <p>Issue to be considered in the paper included offering Cardiff Blues Gold Membership to the person who recruited the most new members.</p> <p>CF10 also to consider attending CB SummerFest on 14 July.</p>	<p>DA/AC</p>
6	<p>Plans/Target 2017/18</p> <p>DA reviewed progress against objectives for the 2017/18 season:</p> <ul style="list-style-type: none"> <li>• The target of 600 members had been achieved</li> <li>• Communications had improved significantly and activity was much more systematic</li> <li>• Board: all members were contributing and actions were being delegated</li> <li>• CAP redevelopment: continuing issue</li> <li>• Community Engagement – need to identify potential projects (e.g. mixed ability; ethnic minorities; heritage and dementia etc.)</li> </ul> <p>DA agreed to write a more formal note with a view to expanding for the 2018/19 plans/targets. Need to consider options for the next meeting and possible pilots.</p>	<p>DA</p>
7	<p>Cardiff Blues</p> <p>Meetings had been held with RH on 17 April and 15 May with the notes circulated to the group.</p> <p>Following European Challenge Cup success and qualification for next season's Champions Cup there was a buoyant mood in the club. RH said that the team had exceeded expectations. However, he had set ambitious targets for the next three years. These included being competitive in the European Champions Cup and getting to the final. Additional player recruitment would be announced shortly.</p> <p>John Mulvihill was due to start officially on 1 June but was in town having exploratory meetings. His relationship with players and the culture they created was crucial moving forward.</p> <p>There was consensus amongst the Group that there were many positives on the pitch but off the field there were still challenges especially with CB Board governance and relationships with CAC.</p> <p>RH had said that governance reform would be a new RSA requirement.</p> <p>Supporter groups would be an important plank of this reform.</p> <p>Redevelopment of CAP had gone quiet and there appeared to be little urgency</p>	

	<p>from CAC. In order to develop long term trust and confidence it was felt that the possibility of involvement from four parties (CB, CAC, WRU, CC) would be beneficial.</p> <p>The group supported the publication of a blog setting out some of these issues. The next meeting with RH would be held on 19 June 2018 at 09.00. NH would also attend.</p>	<p>DA/HJ</p> <p>DA/HJ/NH</p>
8	<p>Cardiff Regional Rugby – Political meetings</p> <p>There had been no further meetings since the last Board meeting.</p>	
9	<p>Working Groups</p>	
	<p>9.1 Heritage</p> <p>DA reported that he had now resigned from the CAC Rugby Section and Simon Down would be taking over as Chair of the Heritage Sub-Committee. The online museum project had been rebranded as a tripartite initiative involving CF10/CAC/CB and was back on track.</p>	
	<p>9.2 Communication</p> <p>Performance had definitely improved but, despite the circulation of a new Twitter rota, some participants were still missing their slots. DA had asked DP to ensure that people were given a prompt at the commencement of their week. The Board wished to record their appreciation to DP for the excellent blogs he continued to produce. These were highly valued.</p>	<p>DP</p>
10	<p>Cardiff Blues Supporters Club</p> <p>A request for a further meeting to CBSC had been made but no response had been received. A further request would be made.</p>	<p>DA/HJ</p>
11	<p>Finance Report</p> <p>Very little has happened since last month, only one new member paid direct. The ‘auditor’ had found and banked his cheque and the invoice from CRFC for player sponsorship has been paid (£50). The Trust has a balance of £2,384.80 (£1543.10 in the bank; £841.70 Paypal).</p>	
12	<p>Governance Action Plan May 2018 – report attached</p> <p>The plan continued to highlight GDPR and membership as priority issues. Review of governance documentation was outstanding and NH offered to assist HJ.</p>	<p>HJ/NH</p>
13	<p>Other Identified Business</p> <p>13.1 DA reported that he had sent condolences to Supporters Direct following the death of Jackie Forster.</p> <p>13.2 Cardiff Blues Awards Evening 24 May – Four places were available and DA, DR, VJ, AC would represent CF10 (AC later reported that he was unavailable).</p>	
14	<p>Date and time of next meeting</p> <p>Thursday 14 June 2018 commencing at 7pm</p>	